



THE GEORGIA ARCHIVES
Records and Information Management Services

State Agency Specific Schedules for Natural Resources, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Acrylamide & Epichlorohydrin Certifications	Records documenting water quality testing.	12 years		Temporary - Short-Term		0462-034

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Administrative Hearing Case Files	Documents relating to the conduct of administrative hearings and issuance of final decisions.	Permanent		Permanent	Transfer to the Archives only the following documents: 1. Final Decision; 2. All pleadings; 3. Any prehearing submissions or orders; 4. Any other document deemed by the Admin. Law Judge to have historical value, and 5. Associated subject indices.	1985-076
Administrative Law Judge's Subject Files	Records documenting the administration of the Adjudicatory Hearing Office.	Final Decisions of the Administrative Law Judge: Retain for useful life; Case Index File: Retain for useful life; All other records: 3 years		Temporary-Short-Term		1986-039

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Aerial Photography Files	Photographs document state parks and Heritage Trust sites for planning and resource analysis.	Permanent		Permanent	Transfer to Archives once obsolete, superceded, or no longer needed for reference	1974-047
Air Pollution Control Service Operation Files	Documents relating to the identification, control, and possible correction of air pollution sources in the state.	Permanent		Permanent	Transfer to Archives each year	1974-292
Air Pollution Control Service Source Data Files	Documents relating to the identification, control, and possible correction of air pollution sources in the state.	Permanent		Permanent	Transfer to Archives every 2 years	1974-285
Air Pollution Source Routine Complaint Files	Documents relating to the investigation of routine complaints of air pollution sources.	Retain until follow up completed.		Temporary-Short-Term		1977-222

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Air Quality Ambient Air Special Studies	Studies of air quality initiated as a result of citizen complaints.	4 years		Temporary-Short-Term		1981-314
Air Quality Control Applications for Federal Grants Files	Documents relating to the annual application for federal funds to supplement the operating budget for the Air Quality Control programs.	Permanent		Permanent	Transfer to Archives each year	1974-105
Air Quality Control Public Hearing Files	Records documenting public hearings of the Air Quality Control program.	Permanent		Permanent	Transfer to Archives every 2 years	1974-104
Air Quality Control Section Administrative Files	Documents relating to the administration of the Air Protection Branch in the Environmental Protection Division.	Permanent		Permanent	Transfer to Archives at the end of each year	1977-220A
Air Quality Control Section Source Files (Company Files)	Documents relating to the enforcement of air pollution laws and rules.	Permanent		Permanent	Transfer to Archives every 2 years	1977-221A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Air Quality Control Subject Files	Documents relating to the administration and overall operation of the state air quality control program.	Permanent		Permanent	Transfer to Archives each year	1974-283
Air Quality Evaluation Ambient Files	Data sheets and computer printouts on all monitors for ambient air quality monitoring sites throughout the state.	Daily data sheets: 4 years and settlement of any litigation; Computer printouts: a) Failure reports: 5 years and settlement of any litigation; b) Statistical & exceeding standards reports: 14 years; c) Annual Statistical Report: Permanent		Permanent	Transfer to Archives every 4 years	1980-395
Air Quality Evaluation Ambient Site Correspondence Files (Inactive Sites)	Correspondence documenting statewide ambient air monitoring.	5 years		Temporary-Short-Term		1980-396

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Air Quality Evaluation Section Ambient Correspondence Files	Correspondence to and from community officials, schools, private citizens, industries, operators, etc. concerning atmospheric samplings conducted on either a continuing or one-time basis.	7 years		Temporary-Short-Term		1981-313
Air Quality Facility Inspection Case Files (Technical Reference Files)	Records documenting the inspection of facilities that release emissions to the atmosphere which may be a source of pollution.	7 years		Temporary-Short-Term		1984-050
Air Quality Source Monitoring Correspondence Files	Correspondence too and from industry relating to emissions testing requirements, procedures, schedules, and applicable regulations.	8 years		Temporary-Short-Term		1980-390A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Air Quality Source Monitoring Quality Assurance Files	Files contain information relating to quality assurance auditing of air pollutant emission testing conducted for industry as required by state environmental permits.	8 years		Temporary-Short-Term		1983-083A
Air Quality Source Monitoring Report Files	Test reports including summary of results of testing, all data utilized to obtain results, and conditions under which test was conducted.	10 years and superseded		Temporary-Short-Term		1980-394A
Air Quality Source Monitoring Report Files	Document determining air pollution emissions from stationary sources.	10 years		Temporary-Short-Term		1989-010

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Animal Waste Treatment Permit Files	Documents relating to the construction and operation of animal waste treatment facilities.	Permanent		Permanent	Transfer to Archives 1 year after completion of facility	1974-086
Annual Site Reports	Reports summarizing annual operations at each historic site.	2 years		Temporary-Short-Term		1974-374
Asbestos Abatement Contractor Application Files	Records documenting the application for licensure by asbestos abatement contractors.	3 years		Temporary - Short-Term		0462-012
Asbestos Files	Includes asbestos repeat monitoring determinations and supporting documentation	Retain in perpetuity or until a more current repeat monitoring determination has been issued		Temporary - Long-Term		0462-033

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Asbestos Project Notifications	Records documenting the need for absestos abatement and the departmental approval to proceed with the removal.	5 years		Temporary - Short-Term		0462-011
Asbestos Removal/Demolition Projects	Documents relating to the enforcement of federal regulations for asbestos removal.	Permanent		Permanent	Transfer to Archives each year	1985-001
Atlanta Fisheries Office Administration Files	Documents relating to the administration and operation of the statewide fisheries management program.	4 years		Temporary-Short-Term		1989-057
Atlanta Fisheries Office Subject Files	Records documenting the overall supervision and suport of the Fisheries Management Section.	Permanent		Permanent	Transfer to Archives every 11 years	1989-058

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Boat Registration Application and Deposit Record Files	Documents relating to the registering of boats for use in federal waters.	4 years		Temporary-Short-Term		1974-266A
Camping and Cabin Rental Receipts	Documents all funds received for the rental of camp grounds and cabins.	2 years		Temporary-Short-Term		167
Certification Files	Includes labs certified for microbial analysis, labs certified for chemical analysis, and individuals certified to conduct inspections and sanitary surveys	Retain 40 years or 1 year after revised or updated, whichever is longer		Temporary - Long-Term		0462-037
Chief, Land Protection Branch Subject Files	Records documenting the activities of the Land Protection Branch.	Permanent		Permanent	Transfer to Archives every 2 years	1978-335

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Clerk's Report to Director Files	Documents relating to county clerk's report to the department on the disposition of game and fish cases.	1 year		Temporary-Long-Term		1974-381
Closed Violation Reports Files	Reports documenting the investigation of reported violations to the coastal resources rules and statutes.	3 years		Temporary - Short-Term		0462-002
Coastal Marshlands Protection Act of 1970 Shore Protection Act Applications, Permits, Denials, Appeals, and Revocable License Files	Records documenting the issuance and management of permits issued under the Coastal Marshlands and Shore Protection Acts.	Permanent		Permanent		0462-003

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Commercial Fisheries Program Files	Records documenting the levels of commercial fishing off the coast of Georgia for the purposes of managing the natural resource and to establish regulation on the industry.	Permanent		Permanent		0462-007
Commissioner's Subject Files	Documents relating to all areas of responsibility and interest of the Commissioner of the Department of Natural Resources.	Permanent		Permanent	Transfer to Archives every 3 years	1974-031
Community Water Supply System Inspection Case Files	Documents relating to the inspection of community water supply systems to ensure compliance with state law and departmental regulations.	7 years		Temporary-Short-Term		1984-053

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Consent Orders	Original orders that have been signed by the Director of the Dept. of Natural Resources for companies in violation of Air Quality Permit.	Permanent		Permanent	Transfer to Archives	0462-041
Consumer Confidence Report Certifications	RecordRecords certifying that a water utility has reported on its operations to its consumer on a regular basis.	5 years		Temporary - Short-Term		0462-040
Consumer Confidence Reports	Reports from water utilities documenting operations and overall water quality.	1 year		Temporary - Short-Term		0462-020
County Landfill Compliance and Operation Files	Documents relating to the inspection of solid waste handling facilities.	Permanent		Permanent	Transfer to Archives every 2 years	1978-208

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
County Landfill Files	Records documenting compliance with state law, rules, and regulations for landfill operation and waste disposal.	Central Office: Permanent. Field Offices: 2 years after landfill is complete		Permanent	Transfer to Archives 2 years after landfill is complete	1973-586
Department State Petroleum Credit Card Requests	Documents relating to the issuance and maintenance of gas cards by the department.	Retain until surplus of state vehicle		Temporary-Long-Term		1975-229
Deputy Commissioner's Subject Files	Correspondence, memoranda, and reports documenting the work of the department.	Permanent		Permanent	Transfer to Archives every 3 years	1974-076
Deputy Wildlife Ranger Files	Documents relating to the application for and commission of citizens as deputy wildlife rangers.	6 months after ranger fails to renew bond		Temporary-Short-Term		1974-382

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Director of Administrative Services Subject Files	Records documenting the operation of the Office of Administrative Services including accounting, personnel, and general services.	12 years		Temporary-Short-Term		1974-004A
Director of Game and Fish Division Subject Files	Documents relating to the overall supervision and support of functional areas of the division.	Permanent		Permanent	Transfer to Archives every 2 years	1974-037
Director of Office of Planning & Research Subject Files	Correspondence, memoranda, and reports documenting the work of the division.	Permanent		Permanent	Transfer to Archives every 3 years	1974-135
Director of Parks & Historic Sites Division Subject Files	Correspondence, memoranda, and reports documenting the work of the division.	Permanent		Permanent	Transfer to Archives every 3 years	1974-078

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Director's SubJect Files, Environmental Protection Division	Documents relating to the administration of the Environmental Protection Division in the department.	Permanent		Permanent	Transfer to Archives every 2 years	1979-070
Disinfection Byproducts Files	Includes DDBP monitoring plans and DDBP monitoring requirements	12 years		Temporary - Short-Term		0462-031
Disinfection Byproducts Lab Results Files	Lab results analyzing the byproducts of disinfecting drinking water to remove contaminants.	12 years		Temporary - Short-Term		0462-030
Drinking Water State Revolving Fund Files	Records documenting fines and fees deposited into the driving water revolving fund.	20 years		Temporary - Long-Term		0462-036

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Employees' Suggestion Program Files	Documents relating to the implementation of the Merit System employee suggestion program in the department.	2 years after submission of final evaluation report		Temporary-Short-Term		1976-102
EPD Laboratory Program Raw Data Files	Raw data from various lab tests conducted by EPD to gage pollution levels.	7 years		Temporary - Short-Term		0462-004
EPD Monthly Discharge Monitoring Reports	Documents relating to the monitoring of all wastewater treatment facilities in Georgia.	5 years		Temporary-Short-Term		1977-164
Equal Employment Opportunity Program Employment Inquiry Files	Documents relating to the administration of an EEOC program in the department.	2 years and settlement of all litigation		Temporary-Short-Term		1976-101

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Equal Employment Opportunity Program Reference and Correspondence Files	Documents relating to the administration of an EEOC program in the department.	7 years and settlement of all litigation		Temporary-Short-Term		1976-100
Erosion and Sedimentation Control Plan Files	Applications for permits to conduct land-disturbing activities.	2 years after completion of land disturbing activity		Temporary-Short-Term		1988-011
Executive Assistant - Legal Subject Files	Records documenting the administration of the operations of the Executive Assistant-Legal Office.	Permanent		Permanent	Transfer to Archives every 2 years	1978-092
Expenditure Voucher Files	Provides payment documentation for the purchase of goods and services with federal grant funds.	10 years after submission of final grant report and receipt of approval from US EPA to destroy records		Temporary-Short-Term		1997-044

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Federal Aid Project Report Files	Documents relating to the procurement of funds for and the operation of federal-aid projects at state fisheries and game management sites.	8 years		Temporary-Short-Term		1974-006
Federal Environmental Legislation Files	Documents relating to the analysis of federal environmental legislation to determine its potential and real effects on the natural resources of Georgia.	Permanent		Permanent	Transfer to Archives every 3 years	1974-361
Filter Backwash Rule Recycle Plans	Includes recycle plans and decisions allowing systems to deviate from FBR.	40 years or 1 year after revised or updated, whichever is longer		Temporary - Long Term		0462-027

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Fish Kill Investigation Files	Documents relating to the investigation of fish kills in the state due to pollution and non-pollution causes.	Public Fish Kill Investigation Files: Pollution-Cause Fish Kills - Permanent. All other records: 10 years		Permanent		1974-263
Fisheries Section Operation Files	Documents relating to the operation and administration of the Fisheries Section.	5 years		Temporary-Short-Term		1974-103
Flight Records and Passenger Manifests	Records documenting the use of state aircraft.	2 years		Temporary - Short-Term		0462-010
Game and Fish Law Enforcement Operations Files	Documents relating to the operation and administration of the law enforcement function of the division.	3 years		Temporary-Short-Term		1974-170

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Game and Fish Violation Reports Files	Reports of night deer hunting violations, illegal fishing (coast), and related documents.	2 years after closure		Temporary-Short-Term		1974-169
Game Management Section Operation Files	Documents relating to the operation and administration of the division, the establishment of policies and procedures, and the solving of problems throughout the state.	Permanent		Permanent	Transfer to Archives every 2 years	1971-171A
Georgia National Register Review Board Files	Documents relating to the legal establishment, organization, and operation of the Georgia National Register Review Board.	Permanent		Permanent	Transfer to Archives every 3 years	1985-044

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Hazardous Waste Facility Compliance Files ("Red Files")	Documents relating to the regulation and compliance of hazardous waste management facilities.	Permanent		Permanent	Transfer to Archives each year	2000-021
Historic Preservation Contracts	Contracts between the historic preservation section and individuals or agencies to provide services.	5 years after expiration of contract		Temporary-Short-Term		1978-090
Historic Preservation Federal Tax Incentives Administrative Files (Tax Program Files)	Documents relating to the administration of the tax review program.	Permanent		Permanent	Transfer to Archives every 5 years	1989-043
Historic Preservation Federal Tax Incentives Case Files (Tax Program Files)	Documents relating to the eligibility evaluation of properties being considered for federal historic preservation tax incentives.	Permanent		Permanent	Transfer to Archives every year	1989-042

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Historic Preservation Grants	Documents relating to grants awarded to groups or individuals for the restoration of structures listed on the National Register of Historic Places.	Funded Grants: Permanent. Grants not Funded: 2 years		Permanent		1978-091-02
Historic Preservation Section Chief's Administrative Subject Files	Records documenting the administration of the Historic Preservation Section.	Permanent		Permanent	Transfer to Archives every 3 years	1987-056
Historic Site Photograph Negatives	Photographs of historic sites and places around the state.	Permanent		Permanent	Transfer to Archives every 5 years	1978-219
Historic Sites Deed Reference Files	Documents relating to the acquisition and ownership of property.	Permanent		Permanent	Retain in office for continuous updating and reference	1974-379

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Historic Sites Marker Files	Documents relating to retaining a permanent record of the official text of each historical marker.	Permanent		Permanent	Retain in office for continuous updating and reference	1974-380
Historic Sites Operation Correspondence	Communications documenting the administration and functional operation of the historic sites section.	Permanent		Permanent	Transfer to Archives every 2 years	1974-377
Historic Sites Operation Files	Documents relating to administrative procedures supporting the section.	2 years		Temporary-Short-Term		1974-372

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Historic Sites Operation Research Files	Records documenting research conducted in advance of the acquisition of a historic site and to document renovation and construction projects impacting the historic site.	Permanent		Permanent	Transfer to Archives every 2 years	1974-376
Historic Sites Request and Complaint Files	Documents relating to actions taken on complaints and request for information or material from the public.	2 years		Temporary-Short-Term		1974-378
Historical Societies Activities Files	Records documenting the coordination of historical society activities.	Permanent		Permanent	Transfer to Archives every 5 years	1978-220

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Hunting & Fishing Licenses, Regular and Special (Unissued)	Printed licenses which were never issued to dealers, and licenses issued to dealers which have been returned for credit against the dealer's account.	Hold until completion of audit following expiration of licenses		Temporary-Short-Term		1980-391
Hunting and Fishing License Files	Documents relating to the collection of fees for hunting and fishing licenses.	1 year and completion of audit		Temporary-Short-Term		1974-053
Industrial Wastewater Treatment Facility Files	Records documenting the development, operation, and maintenance of industrial wastewater treatment facilities.	Permits, Operating Reports, and Correspondence: Permanent. All other records: 1 year after facility declared inactive		Permanent	Transfer to Archives every 2-5 years	1973-588

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Information and Awareness Subject Files	Records documenting educational programs about the National Register conducted by the Historic Preservation Section.	Permanent		Permanent	Transfer to Archives every 3 years	1978-221
Information Collection Rule Files	Records documenting state and federal requirements for information collection.	12 years		Temporary - Short-Term		0462-035
Initial Distribution System Evaluation Monitoring Plans	Plans documenting how a water system is being monitored for the presence of contaminants.	12 years		Temporary - Short-Term		0462-032
Initial Distribution System Evaluation Operational Evaluations	Records documenting the evaluation of water for the presence of contaminants.	10 years		Temporary - Short-Term		0462-039

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Initial Distribution System Evaluation Reports, 40/30 Certifications, Very Small System Waivers, and All Modifications	Records documenting the evaluation of small water systems for the presence of contaminants.	Must be kept until replaced or revised in their entirety entirety		Temporary - Long-Term		0462-038
Inspection Files	Includes sanitary surveys, decisions and justifications to increase time between sanitary surveys, and other records. Sanitary Surveys, Routine Inspection Reports, Certification of Deficiency Resolution, CPE Reports and Documentation	Permanent		Permanent		0462-019
Internal Audit Operations Files	Documents relating to the conduct and reporting of results of audits of general and field offices.	Inactive Report File: destroy. Administrative Files: 3 years		Temporary-Short-Term		1974-142A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Inventory and Permitting Files	Water system inventory and permitting files.	Permanent		Permanent		0462-017
Laboratory Analysis Computer Printout Files (Lab Copy)	Documents verifying that laboratory analysis data entered into the computer is correct.	1 year		Temporary-Short-Term		1981-055
Land Acquisition Map and Plat Files, Closed	Documents relating to the acquisition of property by the department.	Permanent		Permanent	Extra copies of maps and plats may be destroyed once obsolete or no longer needed for reference.	1974-284
Land and Water Conservation Fund (LWCF) Grant Project Files and Internal Audit Files	Documents relating to the approval of applications and disbursement of federal funds to sub-grantees for land and water conservation monies.	Permanent		Permanent	Transfer to Archives upon completion of the audit	1979-277A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Lead and Copper Compliance Determination Files	Includes lead and copper compliance determinations.	40 years		Temporary - Long-Term		0462-029
Lead Based Paint Individual Certifications	Records documenting an individual's qualifications to be an inspector, risk assessor, project designer or supervisor.	3 years		Temporary - Short-Term		0462-014
Lead Based Paint Notices to Proceed	Records documenting the need for leadbased paint abatement and the departmental approval to proceed with the removal.	3 years		Temporary - Short-Term		0462-015
Lead Based Paint Training Providers	Records documenting those providers accredited to provide leadbased paint training.	3 years		Temporary - Short-Term		0462-016

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Lead-Based Paint Firm Licenses	Records documenting the qualifications and certification of firms to perform leadbased paint activities.	3 years		Temporary - Short-Term		0462-013
Legislative Inspection Tour of State Parks Report Files	Documents relating to inspection tours of Georgia state parks conducted by the Parks and Recreation subcommittee of the Georgia House of Representatives Recreation Committee. The inspection tours are conducted four times a year between June and October.	Permanent		Permanent	Transfer to Archives every 2 years	1974-172

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Local Governments Assistance Files	Documents relating to providing recreation at the local level with assistance and guidance to those providers.	3 years		Temporary-Short-Term		1979-275
Long-Term Two Enhanced Surface Water Treatment Rule	Includes cryptosporidium monitoring results, bin classifications, and oocysts/liter determinations.	12 years		Temporary - Short-Term		0462-026
Maintenance & Construction Section Correspondence Files	Correspondence relating to the maintenance and construction of state parks and dam safety.	3 years		Temporary-Short-Term		1980-305
Marina Lease File	Records documenting the lease of state marshlands to establish a marina.	Permanent		Permanent		0462-005

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Marine Recreational Fisheries Program Files	Records documenting the monitoring and management of fish populations along Georgia's coasts and its waterways.	Program files: 3 years; Sports fish harvest reports: Permanent		Permanent		0462-001
Mined Land Use Plan Files	Records documenting plans for reclamation of land after surface mining.	Permanent		Permanent	Transfer to Archives 2 years after reclamation completed or plan superseded	1977-165
Monthly Site Reports	Documents relating to accounting for and reporting the various operations at each historic site.	2 years		Temporary-Short-Term		1974-373

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
National Pollutant Discharge Elimination System (NPDES) Permit Files	Documents relating to the development, operation, and maintenance of a functional permit system for the regulation of wastewater discharges from municipal, industrial, private, and institutional treatment facilities.	3 years after renewal of permit		Temporary-Short-Term		1974-344
Non-Community Water Supply System Inspection Case Files	Documents relating to the inspection of non-community water supply systems to ensure compliance with state law and departmental regulations.	10 years		Temporary-Short-Term		1984-054

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Outer Continental Shelf Program Files	Records documenting the management of Georgia's coastal zone for water quality, impacts to commercial fishing, and permits for drilling and other activities.	Permanent		Permanent		0462-008
P&TSP (GDOT Projects Files)	Air quality impact assessments of GDOT highway improvements and new highway construction projects in Region IV.	6 years		Temporary-Short-Term		1981-169
Parks Inventory Files	Documents relating to the quarterly inventory taken by each park on items purchased for resale.	2 years		Temporary-Short-Term		1978-325

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Personnel Adverse Action Review Files	Documents relating to hearings and personnel investigations by the Administrative Law Judge.	10 years		Temporary-Short-Term		1985-075
Public Notifications of Water Supplier Microbiological Violations	Records documenting the maintenance of certifications from suppliers that they have complied with regulations to notify the public when water systems fail to comply with applicable contaminant levels, when a variance or exception has been issued to them, or when the supplier has failed to perform required monitoring.	3 years		Temporary-Short-Term		1984-022

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Public Water System Files	Records documenting the regulation of public water systems for compliance with the Safe Drinking Water Act.	Permanent		Permanent	Transfer to Archives every 2 years	1979-090A
Public Water System Inventory Files	Documents relating to the maintenance of an inventory of each public water system in accordance with state and federal requirements.	Feeder Reports: Retain until no longer useful. Printouts: Permanent. Computer Tape: 10 years then transfer to US EPA region IV		Permanent	Transfer years ending in 5 and 0 to Archives	1980-300
Quality Assurance Information Files (AQES-Ambient)	Records documenting ambient air quality monitoring statewide.	5 years		Temporary-Short-Term		1981-315
Quality Assurance Instrument Log Books (AQES-Ambient)	Daily air quality log instrument forms.	5 years		Temporary-Short-Term		1981-316

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Quality Assurance Strip Chart Files (AQES-Ambient)	Monthly strip charts recording air quality data.	8 years		Temporary-Short-Term		1981-317
Quarterly Site Inspection Reports	Reports of the required inspection of each historic site.	2 years		Temporary-Short-Term		1974-375
Recreation Services Section Administrative Files	Records documenting the administration of the section.	5 years		Temporary-Short-Term		1979-272
Recreation Services Section General Files	Documents relating to providing information and technical assistance to recreation providers (e.g. city or county recreation departments, churches, YMCAs, etc.).	6 years		Temporary-Short-Term		1980-375

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Recreation Services Section General Files	Document relating to providing information and technical assistance to recreation providers (e.g. city or county recreation departments, churches, YMCA's, etc.).	6 years		Temporary-Short-Term		1979-273
Recreation Services Section Reading Files	Documents relating to the administration of all Recreation Services Section programs and functions.	6 years		Temporary-Short-Term		1979-274
Regulation Receipt Files	Confirmation that county ordinaries have received and posted Game and Fish regulations.	8 years		Temporary-Short-Term		1974-043

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Research/Survey/Computerized Data	Documents relating to the collection, compilation, and analysis of recreation data for recreation studies.	4 years		Temporary-Short-Term		1980-373
Review and Compliance Unit Project Files	Documents relating to the evaluation of all federally funded, licensed or sponsored projects that affect cultural resources.	Permanent		Permanent	Transfer to Archives every 2 years	1978-213A
River Basin Subject Files	Documents relating to the basin planning and stream analysis functions.	Permanent		Permanent	Transfer to Archives every 5 years	1974-286
Shellfish Area Lease File	Records documenting the lease of lawfully shellfish harvesting areas by commercial interests.	Permanent		Permanent		0462-006

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Shellfish Sanitation Monitoring and Test Results	Records documenting the monitoring of shellfish for pollutants.	Permanent		Permanent		0462-009
Site Plan Map Files	Documents relating to the preparation of master site plans on all areas under jurisdiction by the department.	Permanent		Permanent	Transfer to Archives once map is revised or obsolete	1974-099
Solid Waste Facility Inspection Case Files	Records documenting the inspection of solid waste facilities to ensure compliance with state and federal law, and department regulation.	7 years		Temporary-Short-Term		1984-051
Solid Waste Handling Permit Data Files	Documents relating to the review of applications for solid waste handling permits.	Permanent		Permanent	Transfer to Archives every 2 years	1978-198

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Solid Waste Handling Permit Data on Non-Permitted Sites	Documents relating to the permit review data for solid waste handling operations.	8 years		Temporary-Short-Term		1978-209
Solid Waste Handling Permit Data on Permitted Operations	Documents relating to the permitting of solid waste handling operations.	Permanent		Permanent	Transfer to Archives every 3 years	1978-210
Solid Waste Management Plan Files	Documents relating to the preparation of Local Solid Waste Plans and Regional Plans.	Permanent		Permanent	Transfer local plans upon approval of regional plan. Transfer regional plans once superseded by a new plan.	1980-215A
Solid Waste Management Planning and Grant Project Files	Documents relating to the planning and application for financial assistance to develop solid waste projects in the state.	Permanent		Permanent	Transfer to Archives every 3 years	1974-282

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Special Projects Issues and Areas Files	Documents relating to the analysis, evaluation, research, or codification of the Department's position on special issues.	Permanent		Permanent	Transfer to Archives every 2 years	1974-338
Special Projects Legislation Coordination (State) Files	Records documenting legislative activities of the department.	Permanent		Permanent	Transfer to Archives every 2 years	1978-135
Staff and Conference Meeting Files	Documents relating to departmental law enforcement staff meetings and conferences.	1 year		Temporary-Short-Term		1974-383

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Comprehensive Outdoor Recreation Plan (SCORP)	Records documenting the preparation and administration of the outdoor recreation plan which is required to maintain eligibility for Land and Water Conservation Fund monies from the federal government.	6 years		Temporary-Short-Term		1979-276
State Economic-Environmental Grants and Emergency State Grants - Approved	Documents relating to the administration of approved construction grants.	3 years after end of grant		Temporary-Short-Term		1979-280

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Grant Projects	Documents relating to the request, authorization, and administration of funds individual sub-grantees of state grant program (including Recreation Emergency Fund, Recreation and Park Assistance Fund, Special Appropriations, Special Olympics, and Heritage Trust).	Permanent		Permanent	Transfer to Archives at the end of the year in which the final reimbursement occurred	1979-278
State Grants for Water Supply & Water Pollution Control Facilities - Disapproved	Disapproved applications and supporting documents for state construction grants.	Retain for useful life.		Transitory		1979-281

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Legislative Package Files	Documents relating to the coordination, development, and revision of the Department's legislative package for presentation to the next session of the General Assembly.	Permanent		Permanent	Transfer inactive files to the Archives each year	1974-337
State Park Concession Agreement Files	Records documenting the award of contracts for the operation of concessions at state parks.	Expired Agreements: 3 years		Temporary-Short-Term		1974-116
State Park Facility Construction Files	Records documenting the construction and operation of facilities at state parks including rest rooms, concession stands, comfort stations, maintenance barns, and group shelters.	Blueprints and Specifications: Permanent. All other records: 20 years		Permanent	Transfer to Archives every 20 years	1973-595A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
State Parks Operation Subject Files	Records documenting the operation of state parks.	3 years		Temporary-Short-Term		1974-010
State Parks Superintendents' Operation Files	Documents relating to the operation and maintenance of a state park.	3 years		Temporary-Short-Term		1974-106
Statewide Water Quality Management Subject Files	Documents relating to the basin planning and stream analysis functions.	Permanent		Permanent	Transfer to Archives every 5 years	1974-287
Subdivision Water Supply System Files	Documents relating to the administration and operation of subdivision water supply systems.	Permanent		Permanent	Transfer to Archives every 2 years	1974-020

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Surface Water Approval Files	Includes surface water chemical treatment system, disinfection system, or filtration system plan and specifications and design development reports; surface water plan operation and maintenance plan; surface water plan standard operating procedures; and disinfection profiles.	Permanent		Permanent		0462-023
Surface Water Treatment Rule Files	Includes decisions allowing systems to exceed SWTR and list of systems required to complete CPE or CCP.	40 years or 1 year after decision is updated, whichever is longer		Temporary - Long-Term		0462-025
Total Coliform Rule Files	Includes microbial data and results, invalidation of TCR samples, and repeat sampling waivers.	5 years		Temporary - Short-Term		0462-024

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Truck Report Files	Records accounting for operating expenses of department trucks.	2 year		Temporary-Short-Term		1974-141
Volatile Organic Compounds, Synthetic Organic Compounds, Inorganic Compounds, Radiological, Lead and Copper Lab Results Files	Includes date and place of sampling, date and results of analyses.	12 years		Temporary - Short-Term		0462-028
Vulnerability Assessment Files	Includes vulnerability assessment and wellhead protection plans.	Permanent		Permanent		0462-022
Wastewater Treatment Facility Engineering Reports	Documents relating to feasibility studies and the construction of wastewater treatment facilities.	Permanent		Permanent		1973-585A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Wastewater Treatment Facility Files	Documents relating to the planning, construction, and operation of water treatment facilities.	15 years		Temporary-Long-Term		1973-585A
Wastewater Treatment Facility Permit Files	Documents relating to the construction and operation of wastewater treatment facilities.	15 years		Temporary-Long-Term		1973-585A
Wastewater Treatment Plant Specification Files	Specifications for the construction and operation of wastewater treatment facilities.	2 years after obsolete or superseded		Temporary-Short-Term		1973-557A
Water Plant Reports	Documents relating to the operation of ground and surface water plants.	1 years		Temporary-Short-Term		1979-069
Water Quality Analysis Laboratory Report Forms	Documents relating to the receipt and analysis of water and wastewater samples.	10 years		Temporary-Short-Term		1981-052

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Water Quality Analysis Laboratory Report Reference Files	Copies of laboratory control forms maintained for reference purposes while the originals are in process.	1 year		Temporary-Short-Term		1981-054
Water Quality Analysis Laboratory Workbooks	Information documenting raw lab data used in completing water quality analysis reports.	10 years		Temporary-Short-Term		1981-053
Water Quality Data and Technical Reports	Reports and publications documenting the results of water quality control investigations conducted by the Environmental Protection Division.	Permanent		Permanent	Transfer to Archives each year	1974-228A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Water Quality Facility Inspection Case Files	Records documenting the inspection of facilities to ensure compliance with state and federal law, and departmental regulations.	7 years		Temporary-Short-Term		1984-052
Water Resources Management Subject Files	Records documenting the administration of the Water Resources Management Program and the Safe Dams Program.	Permanent		Permanent	Transfer to Archives every 2 years	1984-057
Water Source Map Files	Documents relating to the location of public water sources and water distribution points in each county.	Retain for useful life		Transitory		1974-033

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Water Supply Feasibility Report Files	Documents relating to the planning and construction of water supply systems throughout the state.	Permanent		Permanent	Transfer to Archives every 5 years	1973-546
Water Supply Laboratory Report File Copy Books	File copies of lab reports containing the source name and address; and, date sample collected, examined, and reported.	5 years		Temporary-Short-Term		1981-405
Water Supply Plans Files	Plans for the construction of water supply systems in Georgia cities, counties, and subdivisions.	Permanent		Permanent	Transfer to Archives	1973-545

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Water Supply Systems Specification Files	Specifications for the construction of water supply systems through the state.	Water Treatment Specifications: Permanent. Distribution and Supply Specifications: 5 years		Permanent		1973-544
Watershed Protection Plan Files	Local government watershed protection plans submitted to the department for review and approval.	Permanent		Permanent		0462-021
Yearly Working Files	Includes notice of violations, violation deletion notification, non-critical correspondence, and other related records.	12 years		Temporary-Short-Term		0462-018

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Youth Conservation Corps/Youth Adult Conservation Corps (YCC/YACC) Grant Projects	Documents relating to the request, administration, and authorization of YCC and YACC grant programs.	6 years after grant completed and completion of federal audit		Temporary-Short-Term		1979-279